



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5033

IN REPLY REFER TO

NSHSBETHINST 5230.3
23

OCT 15 1996

NSHS BETHESDA INSTRUCTION 5230.3

From: Commanding Officer

Subj: ELECTRONIC MAIL (EMAIL) USE POLICY

Ref: (a) BUMEDINST 5230.4
(b) SECNAVINST 5239.2

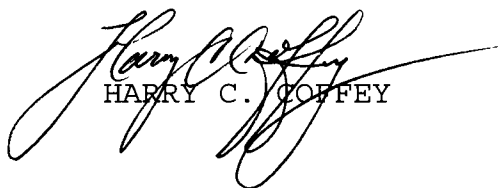
Encl: (1) Electronic Mail (EMAIL) and Freedom of
information/Privacy Act Guidance

1. Purpose. To provide policy and guidance concerning the use of EMAIL for conducting business at the Naval School of Health Sciences (NSHS).
2. Background. EMAIL is a tool available within NSHS that can aid the smooth, efficient, and timely conduct of business. EMAIL accounts allow information to be informally sent and received at the staff member's convenience. EMAIL allows for the quick query and reporting of time sensitive information between activities.
3. Responsibilities. Chief, Bureau of Medicine and Surgery has delegated authority to the activities within BUMED to maintain EMAIL accounts for their command, per reference(a). Appropriate automatic data processing security and access measures must be maintained per reference (b). Further guidance is provided in enclosure (1).
4. Action
 - a. Route a copy of EMAIL going outside NSHS to the sender's superior in the chain of command.
 - b. Route EMAIL **taskings** going outside NSHS through the chain of command to ensure proper control and coordination of responses. In addition, the sender's superior in the chain of command should be included as addressees. This is of particular importance when an EMAIL message needs to be retained for future reference since retaining a copy of transmitted EMAIL provides a date/time indicator for record purposes.
 - c. Check EMAIL account daily for messages. When on TAD or leave assign a co-worker to check E-MAIL for incoming messages.

If your password is given to an authorized co-worker, you must change your password upon return to duty.

d. Monitoring of EMAIL. The system manager periodically monitors EMAIL traffic for compliance with local area network and system security, and the 1986 Electronic Communications Privacy Act. Any use of EMAIL for proprietary use (e.g. football pools, non-government business activities), sending or receiving of messages which are not in compliance with Navy Equal Opportunity Program standards, or use of the system for illegal activities is strictly prohibited. Staff members found to be misusing EMAIL will be subject to disciplinary action.

e. Process and distribute all incoming EMAIL following local correspondence procedures.


HARRY C. COFFEY

Distribution:
Lists II